

# User Manual for NOAA Coral Reef Proposal Review Platform (PReP)

Version 1.0

## Chapter 1. All Users

### 1.1. User Registration

<https://grunt.sefsc.noaa.gov/secords/reefregister.jsp>

When you first go to the above URL for registration, a message shown in Figure 1 appears, click Yes to proceed.



**Figure 1.** Security message. You should click Yes to proceed.

Information needed is straightforward. Please make sure you check the correct boxes for Working Groups (WG) to which you belong. If you are only a PI, check the box for “I am a PI”. You can be a WG member AND a PI. See Figure 2 for a sample.

SEFSC WEB SITE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste Links

Address <https://grunt.sefsc.noaa.gov/secords/reefregister.jsp> Go

## Coral Reef Proposal Review User Registration

Username:

Password:

ReEnter Password:

Full name:

Email:

Working Groups:

- ☐ Atlantic Overfishing and Fishing Impacts
- ☐ Pacific Overfishing and Fishing Impacts
- ☐ Pollution and Disease
- ☐ Recreational Overuse, Coastal Uses
- ☐ International
- ☒ Coral Reef Ecosystem Integrated Observing System (CREIOS)/Climate
- ☐ CREIOS Monitoring Subgroup
- ☐ CREIOS Mapping Subgroup

☒ I am a PI

Done Internet

Figure 2. Sample user registration.

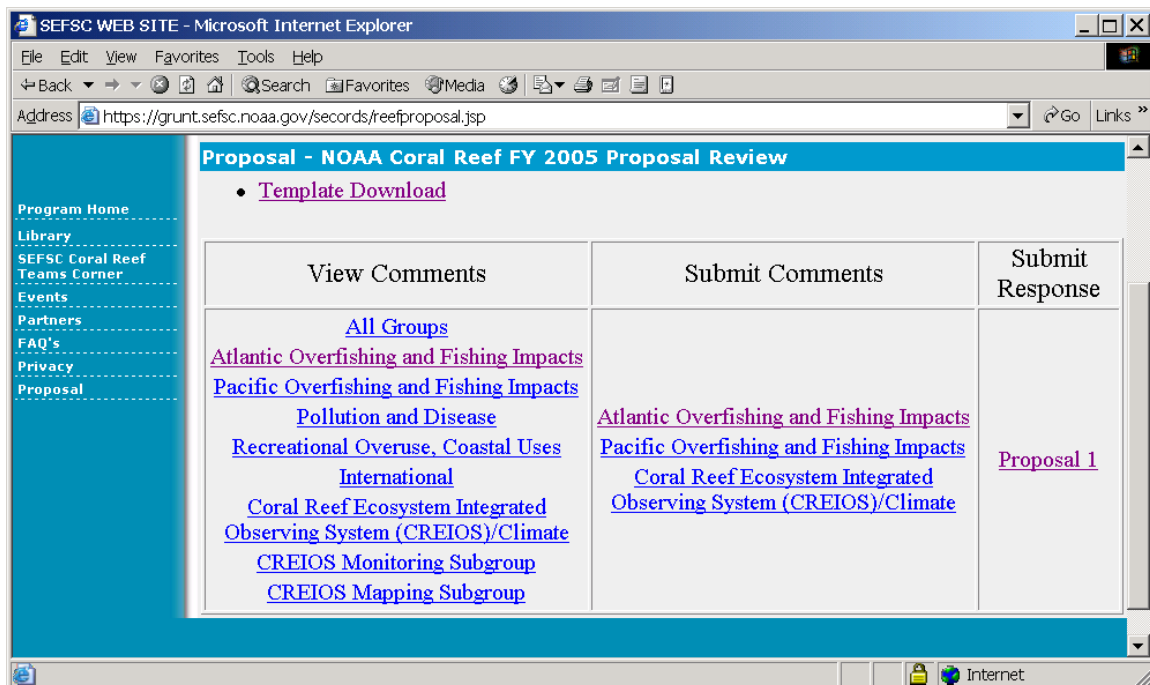
## 1.2. User Sign In

<https://grunt.sefsc.noaa.gov/secords/reefhome.jsp>

After you completed the User Registration (1.1.), you can go to the above URL and sign in (see Sign In link in the upper part of the page, below the banner). *Note: the annoying Security message (Fig. 1) may popup a few times, just click Yes to proceed.* After signing in, go to Proposal link on the left-hand side menu to enter the PReP main page (Fig. 3).

*Note: before July 17<sup>th</sup>, contents on proposal comments and PI response to comments are for testing purpose. All test contents will be cleaned when the pertinent proposal information is populated into the PReP database at COB July 20, 2004.*

For testing purpose, you may try signing in as one or more of the test users (Table 1).



**Figure 3.** PReP main page. Four main components: Template Download, View Comments, Submit Comments, and Submit Response. The Sign-in process recognizes the user in terms WGs membership and proposal PI. *Note: before July 20<sup>th</sup>, contents on proposal comments and PI response to comments are for testing purpose.*

## 1.3. View Comments

Anyone who signs in the system can view comments from any WG. You may select All Groups or a specific WG (e.g., Atlantic Overfishing and Fishing Impacts) to view comment reports. Figure 4 shows the View Comments page for All Groups. Under each WG, you can find the PI name and proposal title, followed by comments on the proposal. Comments are inside cells under each criterion such as Relevance. Clicking on

the criterion name brings up a pop-up window with the definition of the criterion. Each comment starts with a tag (pos: Positive Comment, neg: Negative Comment, or neu: Neutral Comment) followed by a Comment ID (e.g., C1). Comment IDs are unique within a WG, and numbered based on submit time, e.g., C5 is more recent than C1. The Comment ID removes the issue of comment versioning. Note that reviewer anonymity is supported in PReP.

See the Chapter 2 on methods to submit comments to WGs.

The Show All Comments in Text File Format link at the top of the page provide an alternative way to view the comment. One can save the page for View Comments in Text File Format as HTML or text files.

**Table 1.** Test Users

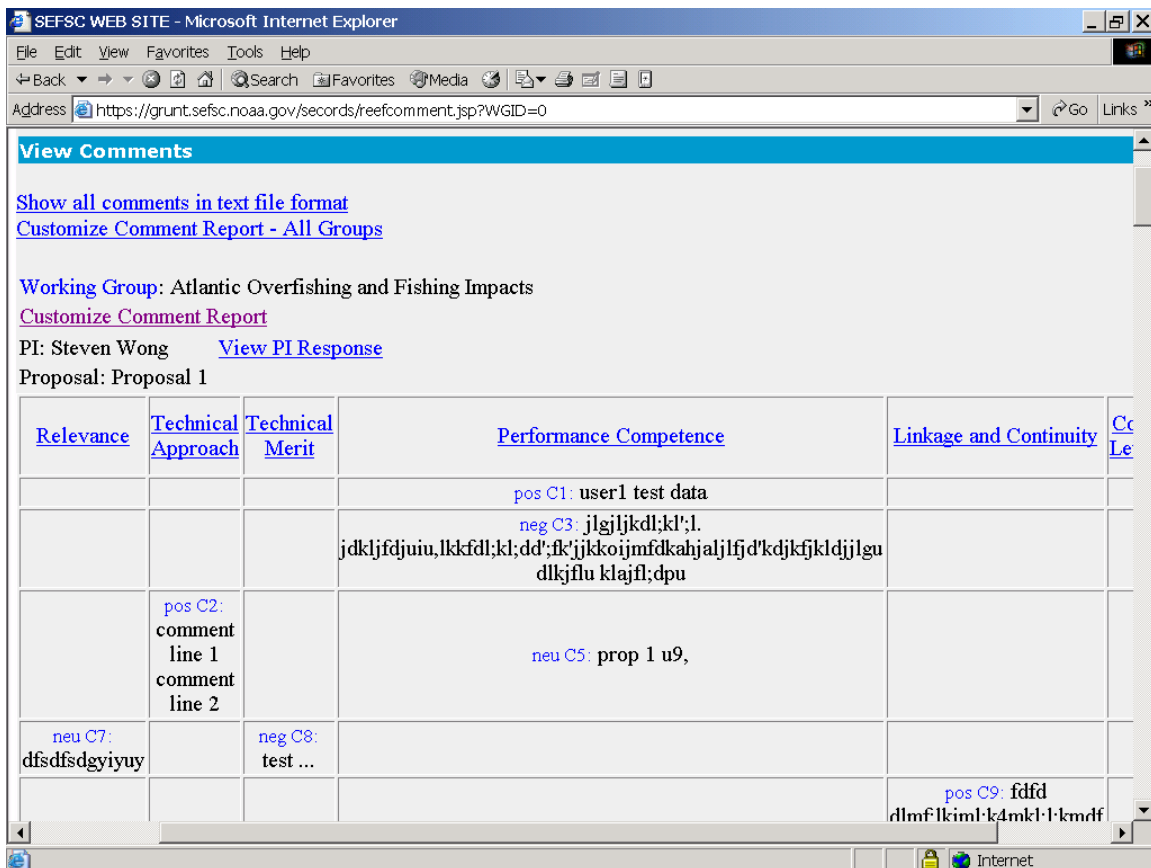
User Name	Password	Working Group	Proposal
User1	Same as User Name	1	
User2	Same as User Name	2	
User3	Same as User Name	3	
User4	Same as User Name	4	
User5	Same as User Name	5	
User6	Same as User Name	6	
User7	Same as User Name	7	
User8	Same as User Name	8	
User9	Same as User Name	1,2,3,4,5	5,6
User10	Same as User Name	1,2,3,4,5,6,7,8	7,8
User11	Same as User Name		9

Working Group:

- 1 Atlantic Overfishing and Fishing Impacts
- 2 Pacific Overfishing and Fishing Impacts
- 3 Pollution and Disease
- 4 Recreational Overuse, Coastal Uses
- 5 International
- 6 Coral Reef Ecosystem Integrated Observing System (CREIOS)/Climate
- 7 CREIOS Monitoring Subgroup
- 8 CREIOS Mapping Subgroup

The link to Customize Comment Report – All Groups (below Show All Comments in Text File Format) allows you to customize the comment report, e.g., sorted by PI, select certain criteria (such as Relevance and Technical Merit) for viewing. You can also customize the comment report on a specific WG by clicking Customize Comment Report below the WG title.

PI's response to comments can be viewed by clicking on the View PI Response next to the PI's name. Each response has an ID based on submit time. Like the Comment ID, the Response ID is unique within a WG, and to be used for easy reference.



**Figure 4.** View comments from All Groups. Each comment starts with a tag (pos: Positive Comment, neg: Negative Comment, or neu: Neutral Comment) followed by a Comment ID (e.g., C1). Comment IDs are unique within a WG, and numbered based on submit time, e.g., C5 is more recent than C1. See the Chapter 2 on methods to submit comments to WGs.

## Chapter 2. Working Group Member

### 2.1. Submit Comments via Web Form

If you are a member of one or more WGs, you may select a WG in the Submit Comments category from the PReP main page (Fig. 3). This allows you to provide comments on proposals of the selected WG, via the web form (Fig. 5).

Clicking on Comment link in a cell allows you to comment on the proposal regarding a criterion (Fig. 6). Comments can be typed or cut/pasted into the text box. Select Positive, Negative, or Neutral before clicking on the Save button.

*Note: your session will timeout if you do not use the web site for 30 minutes. Timeout causes loss of data that were not entered into the system.*

You can view comments on the proposal by clicking the View Comments link (clicking with the right-hand button allows you to open the comments in a separated window).

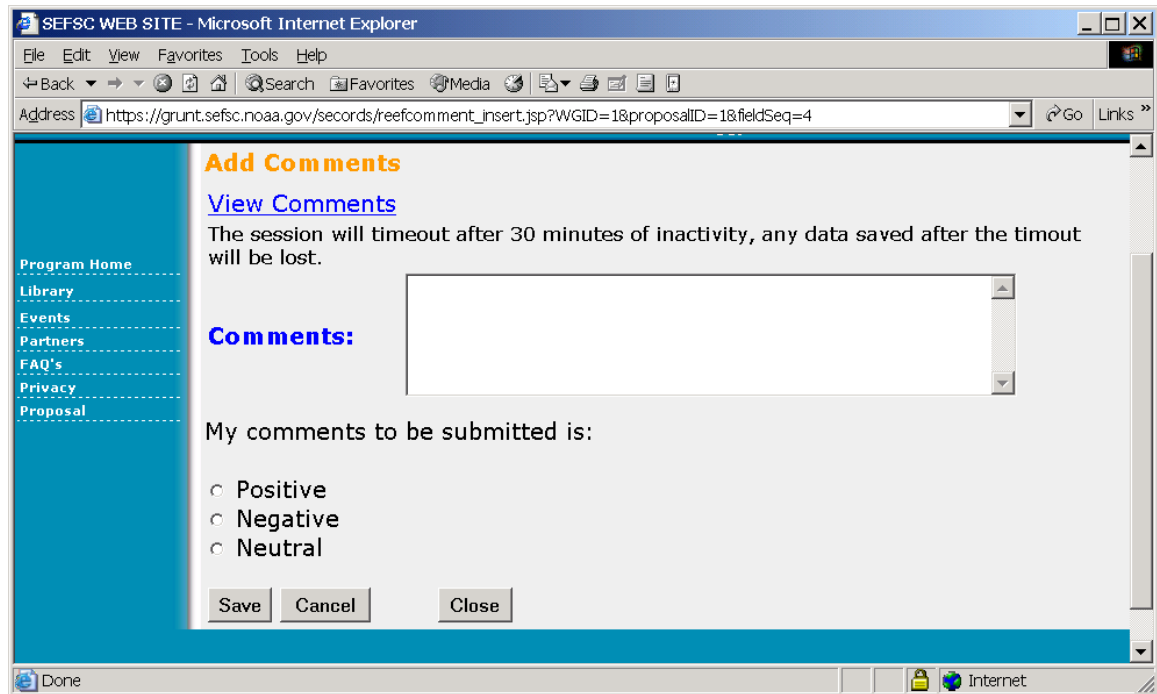
Saved comments can be viewed in real-time by you or other users of PReP.

*Note: You can enter comments into the system for testing purpose before the PReP full operation. Comments entered into PReP before July 17, 2004 are considered test contents and will be removed.*

The screenshot shows a web browser window titled "SEFSC WEB SITE - Microsoft Internet Explorer". The address bar displays "https://grunt.sefsc.noaa.gov/secords/reefcomment\_entry.jsp?WGID=1". The page content is titled "Comments Submission" and includes a bullet point: "• Availabe proposals are listed below." Below this is a table with 9 columns: PI, Title, Relevance, Technical Approach, Technical Merit, Performance Competence, Linkage and Continuity, Cost and Leverage, and Free-form comment. The table contains three rows of data. Below the table, there is a text block stating: "Alternatively, you may submit comments by [uploading comment file](#) in MS Excel fromat (see template)." and another text block: "You may add comments later using this interface, but please do not submit the same comment more that once." The browser's status bar at the bottom shows "Internet".

PI	Title	<a href="#">Relevance</a>	<a href="#">Technical Approach</a>	<a href="#">Technical Merit</a>	<a href="#">Performance Competence</a>	<a href="#">Linkage and Continuity</a>	<a href="#">Cost and Leverage</a>	<a href="#">Free-form comment</a>
Steven Wong	Proposal 1	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>
Luo	Proposal 3	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>
user 11	PROPOSAL 9	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>	<a href="#">Comment</a>

**Figure 5.** Web form for submit comments on proposals of the selected WG. Clicking on the name of the criterion, e.g., Relevance brings up a pop-up window with the definition of the criterion. Clicking on Comment link in a cell allows you to comment on the proposal regarding a criterion (Fig. 6). Uploading comment file in MS Excel format will be described in 2.2.



**Figure 6.** Add Comments page. Comments can be typed or cut/pasted into the text box. Select Positive, Negative, or Neutral before clicking on the Save button. *Note: your session will timeout if you do not use the web site for 30 minutes. Timeout causes loss of data that were not entered into the system.* You can view comments on the proposal by clicking the View Comments link (clicking with the right-hand button allows you to open the comments in a separated window).

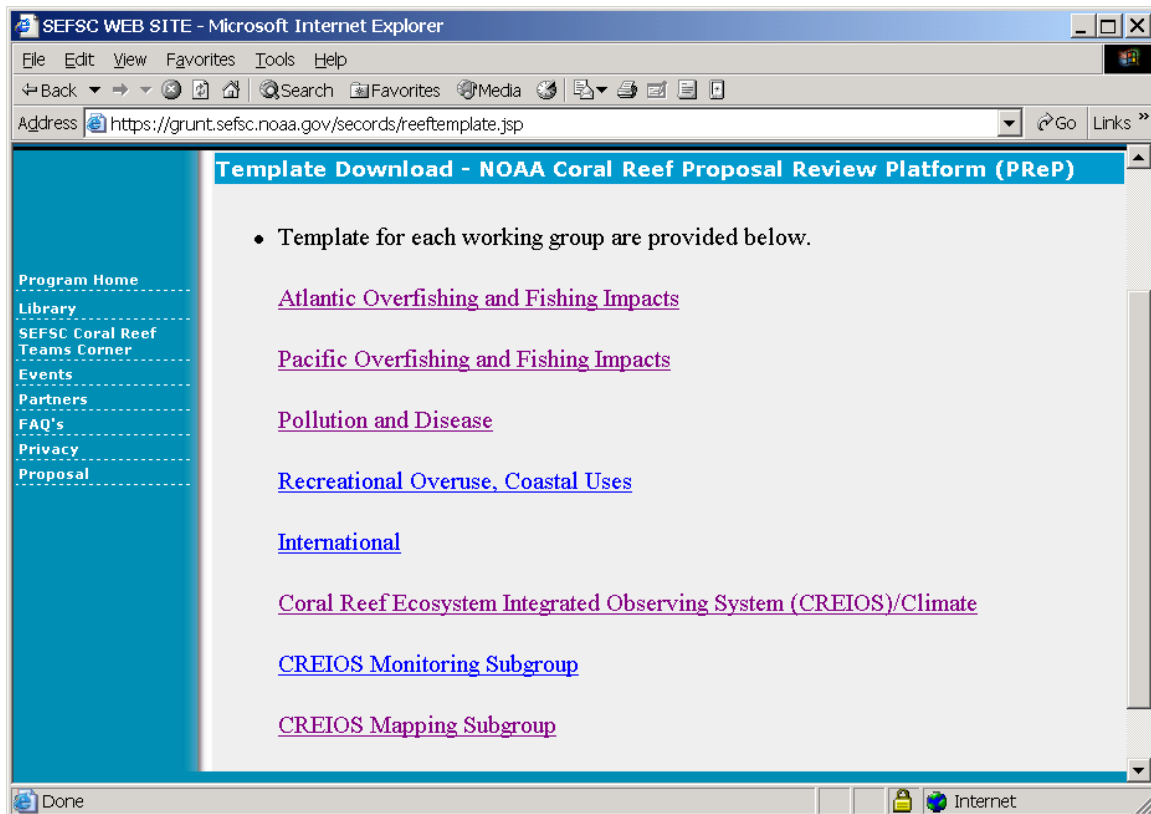
## 2.2. Submit Comments via Excel File Upload

Alternatively, you may submit comments by uploading comments in MS Excel files.

Comments in Excel file should follow the format in WG templates. Clicking on Template Download in Figure 3 brings up the WG templates (Fig. 7). Right click on a WG link and select “Save Target As...” to download a template to desktop. After working on the downloaded template from your desktop, you can upload the Excel file through the Uploading Comment File link in Figure 5. A sample Excel file with comments is shown in Figure 8. If you have additional comments to submit, you can download the template again, fill in the comments, and upload the Excel file again.

You access the Excel upload through the Uploading Comment File link in Figure 5. Once the Excel file is uploaded into PReP, the comments will be automatically extracted and parsed into PReP Oracle database for viewing. This mechanism eliminates the manual labor and time delay required for cut/paste, and compiling of comments.

*Note: please do not stray from the template format or comments may be lost.*



**Figure 7.** Template Download page. Right click on a WG link and select “Save Target As...” to download a template to desktop. After working on the downloaded template from your desktop, you can upload the Excel file through the Uploading Comment File link in Figure 5. A sample Excel file with comments is shown in Figure 8. If you have additional comments to submit, you can download the template again, fill in the comments, and upload the Excel file again.

### Chapter 3. Principle Investigator (PI)

PReP allows PI to respond to comments on the PI’s proposal. You may be a PReP user if you are just a PI, or a WG member, or both. After the start of full operation in July 20, *i.e.*, when pertinent information for all proposals from PIs are in the system, PReP will recognize a PI in association with the PI’s proposal(s) when the PI signs into the system (see example in Fig. 3 in which “Proposal 1” is listed under Submit Response because the signed in user is the PI for Proposal 1).



Microsoft Excel - sample comments v2.xls

File Edit View Insert Format Tools Data Window Help Acrobat

Wap203\c\$\projects\Projects\Coral Reef\SeCoRDS\PREP\samp

	A	B	C	D	E	F	G	H
1	PI (pulled from project database on July 16)	Title (pulled from project database on July 16)	Budget (pulled from project database on July 16)	Relevance		Technical Approach		Technical Approach
2	PI number 1	Project 1 Title	\$10,000	pos	Project contributes to goals of the NAP/NAS and was listed in the Puerto Rico LAS	pos	Innovative technique to deal with problem in hand.	pos
3				neg		neg		neg
4				neut		neut	Need clarification on part 3 of the approach	neut
5	PI number 1	Project 2 Title	\$100,000	pos		pos		pos
6				neg	Week on addressing the target threat	neg	Proposed methodology not been tested	neg
7				neut		neut	Project should belong to another Working Group	neut
8								
9								
10								

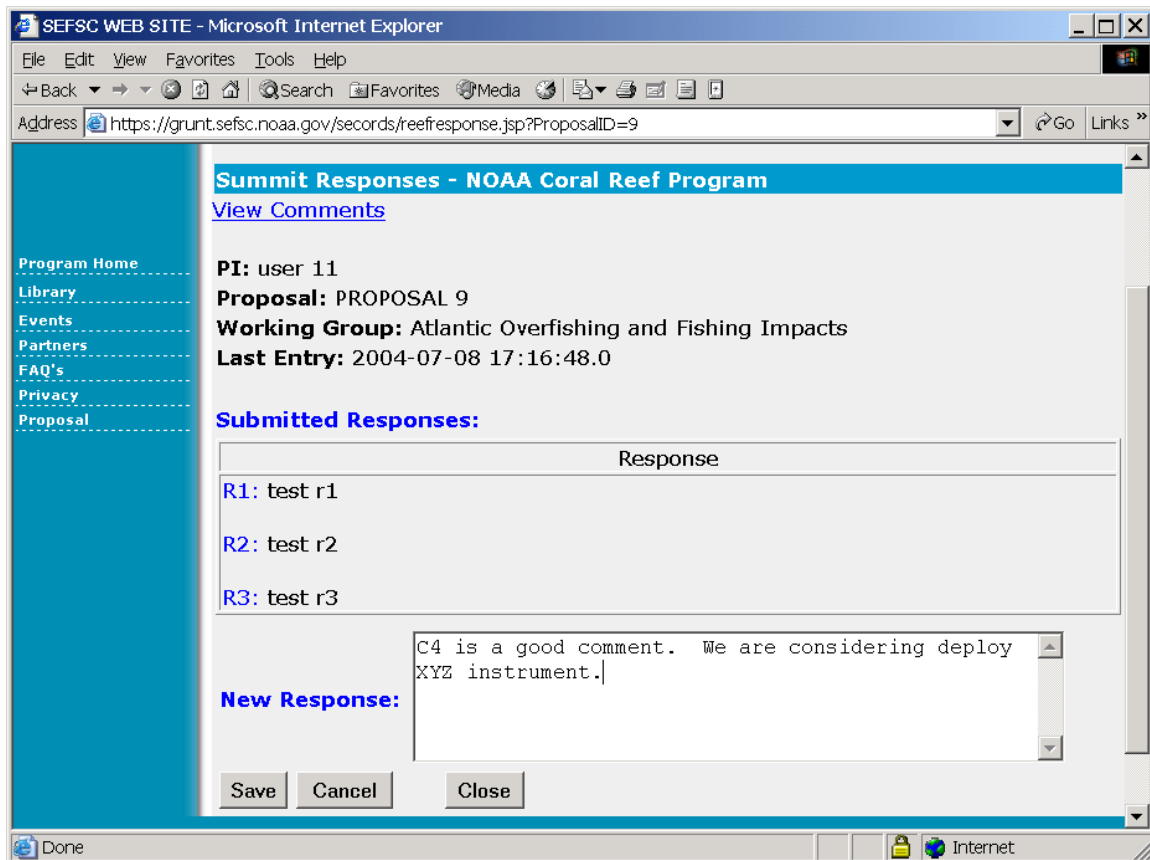
Sheet1 / Sheet2 / Sheet3

**Figure 8.** Sample comments in a WG template. Once the Excel file is uploaded into PReP, the comments will be automatically extracted and parsed into PReP Oracle database for viewing. This mechanism eliminates the manual labor and time delay required for cut/paste, and compiling of comments. *Note: please do not stray from the template format or comments may be lost.*

Figure 9 shows a sample response from a PI. Previous responses are viewable and listed by Response ID. New response can be typed or cut/pasted into the text box to be saved. You can view comments on the proposal by clicking the View Comments link on top of the PI's name (clicking with the right-hand button allows you to open the comments in a separated window).

*Note: your session will timeout if you do not use the web site for 30 minutes. Timeout causes loss of data that were not entered into the system.*

*Note: You can sign in the system as a test user (Table 1) and enter response for testing purpose before the PReP full operation. Responses entered into PReP before July 17, 2004 are considered test contents and will be removed.*



**Figure 9.** Sample response from PI. Previous responses are viewable and listed by Response ID. New response can be typed or cut/pasted into the text box to be saved. You can view comments on the proposal by clicking the View Comments link on top of the PI's name (clicking with the right-hand button allows you to open the comments in a separated window). *Note: your session will timeout if you do not use the web site for 30 minutes. Timeout causes loss of data that were not entered into the system.*

## Chapter 4. Contacts

For problems, issue, and questions, please send e-mail to [Sandra.Aguilar@noaa.gov](mailto:Sandra.Aguilar@noaa.gov) with copies to [Steven.Wong@noaa.gov](mailto:Steven.Wong@noaa.gov) and [Theo.Brainerd@noaa.gov](mailto:Theo.Brainerd@noaa.gov).